

## **Job Announcement**

### **Conference Associate, Anti-Hunger and Opportunity Corps Program**

#### **Background:**

The New York City Coalition Against Hunger a.k.a NYCCAH is seeking an immediate part-time Conference Associate to work remotely, preferably in Houston, TX, as part of a team in implementing a large-scale conference volunteer day of service for 64 AmeriCorps VISTA members in the Anti-Hunger and Opportunity Corps (AHOC) program. This is a short-term, exempt opportunity for 3 to 6 weeks, depending on the hiring date. This position reports directly to Ella Fowler, Anti-Hunger and Opportunity Corps Associate Director, based in New York City.

NYCCAH represents and is the voice for the more than 1,100 nonprofit soup kitchens and food pantries in New York City and the 1.4 million low-income New Yorkers who live in households that can't afford enough food. NYCCAH works not only to meet these residents' immediate food needs but also to enact innovative policy solutions to help society move "beyond the soup kitchen" to ensure economic and food self-sufficiency for all Americans. In the last few years, NYCCAH has launched nationwide AmeriCorps VISTA and strategic volunteerism projects to fight hunger in over 30 states from coast-to-coast, and now also runs a National Hunger Clearinghouse on behalf of USDA.

The Anti-Hunger and Opportunity Corps AmeriCorps VISTA program aims to partner with some of the nation's most effective and innovative nonprofit organizations in the fight against hunger by engaging Americans in NYCCAH's mission of "moving society beyond the soup kitchen" by breaking down barriers and providing improved access to healthful, nutritious foods via benefit utilization, including SNAP (the Supplemental Nutrition Assistance Program, formerly known as the Food Stamps program), the SNAP Employment and Training program, farmers' markets, and others. Participants in this program build partner organizations' capacity and sustainability through non-direct services in support of nutrition education, farmers' markets, SNAP and other anti-hunger programs.

#### **Responsibilities:**

The Conference Associate will be responsible for implementing a large-scale volunteer day for the 64 AmeriCorps VISTA members attending the Ending Hunger through Citizen Service conference. This conference will be hosted in Houston, TX Thursday, January 28 through Monday, Feb. 1, 2016. The Associate will need to hit the ground running and in a few short weeks work to identify 4 to 6 volunteer activities that complement NYCCAH's strategic volunteerism initiative, and work with local partners to implement those activities. Responsibilities include:

- Managing and implementing the conference volunteer day, overseeing all necessary logistic components in conjunction with the conference planning team;
- Providing on-site assistance during the volunteer day to take place Sunday, January 29, 2016 in Houston, TX;
- Coordinating 4 to 5 volunteer opportunities for groups of 10 to 12 volunteers. Activities will focus on NYCCAH's Ending Hunger through Citizen Service strategic volunteer initiative and be related to anti-hunger work, specifically the US Dept. of Agriculture's Federal Nutrition Programs. The Associate will work closely with local

partners and other organizations to ensure successful implementation of all aspects of these volunteer activities;

- In conjunction with NYCCAH's Communication Associate, assist in garnering media attention and promoting the event locally including taking photos during the event, crafting social media posts, etc.

**Qualifications:**

- Bachelor's degree or equivalent experience.
- Experience in coordinating volunteers and volunteer projects, specifically in implementing volunteer days of service.
- Must be willing to travel to Houston, TX and be available January 28 through Feb. 1, 2016.
- Knowledge of Federal Nutrition Programs a plus.
- Strong organizational and project management skills, with proven ability to work in a fast-paced environment.
- Must be able to meet deadlines and hit the ground running.
- Must have access to reliable internet, computer and phone.

The Coalition is an equal opportunity employer. People of all races, sexual orientations, ages, faiths, economic and social backgrounds, genders, physical abilities, and national origins are strongly encouraged to apply.

**Salary and Benefits:**

This position is short-term, exempt, and part-time (20 hours a week) for 3 to 6 weeks starting late December 2015 and going through February 1 2016.

This position will be comparative with similar positions in nonprofit organizations. Due to the short nature of this position, no additional benefits beyond salary will be provided with the exception of pro rata holiday, vacation and sick time.

**How to Apply:**

To apply, submit a resume and a cover letter detailing your qualifications for this specific position to:

Email: [efowler@nyccah.org](mailto:efowler@nyccah.org)

Mail: NYC Coalition Against Hunger

ATTN: Ella Fowler

50 Broad Street, Suite 1103

New York, NY 10004

Please mark your e-mail subject line, or your envelope, "Conference Volunteer Coordinator, AHOC" The position is open until filled.